

MIDWESTERN ASSOCIATION OF CHEMISTRY TEACHERS  
IN LIBERAL ARTS COLLEGES

OFFICE OF THE SECRETARY-TREASURER  
Carleton College, Northfield, Minnesota

1 September 1958

To: Members of the Executive Council  
Subject: Interim Report

It is increasingly evident that MACTLAC has reached a stage which demands a more businesslike organization in this office. Consequently I have devised several forms, copies of which are enclosed, designed to bring us up to date and to keep us there. They are as follows:

(1) Census of Potential Membership: I am asking your help with this one. Enclosed is a number of copies sufficient for the coverage of your state along with a list of eligible colleges. I will greatly appreciate it if you will please send one of these forms to each college, with a covering letter requesting an early return. A complete census will help us to estimate the ultimate size of MACTLAC.

(2) Membership Application Form: Our present records contain hardly more than initials and last name and address of people who have been interested in MACTLAC. It is not always clear whether a person is an active or an associate member. At meetings, a potential member merely hands over a dollar and is admitted to active membership if he seems to qualify. At the last meeting we even failed to get the address of a new member (If any of you know L. Haines, please send his address!) This form will be filled out by all members, present and future, and will be kept in a permanent file.

(3) Meeting Registration Form: This will insure accurate records at annual meetings, will catch address changes, and will make the work of those conducting registration easier.

(4) Dues Return Envelope: Members who do not attend the annual meeting will receive these along with the annual report, with the hope that it will make it easy for them to send in their dues. At present we have far too many members delinquent in this respect. The secretary-treasurer's name will be rubber stamped on the front.

(5) Card File: A 3x5 card file will be used for quick reference at registration to determine dues delinquency, and as a convenient list for typists sending out mailings.

(6) Letterhead Stationary: Looks pretty official, don't you think?

The treasury now contains more than \$300, and further increase is likely. We might try to devise intelligent ways to use part of this money for the improvement of MACTLAC. Bring some ideas to our coming council meeting.

I wish that you would give special thought to the form of our annual meeting. Some have felt that the discussion groups, while enjoyable, have not accomplished much because everyone comes to them "cold", and too much time is spent in getting started. Might we design a discussion group program with prechosen topics, letting selected members start them off with very short controversial talks?

Looking forward to seeing you at Beloit, I remain,

Sincerely,

Richard W. Ramette